

From: [Soil & Water Conservation Program](#)
To: [Soil & Water Conservation Program](#); [DNR.Soil and Water Conservation Districts staff](#)
Cc: [DNR.SWC Staff](#)
Subject: RE: Accessing Enterprise Vault for Archived Emails
Date: Thursday, November 12, 2020 9:17:30 AM
Attachments: [image001.png](#)

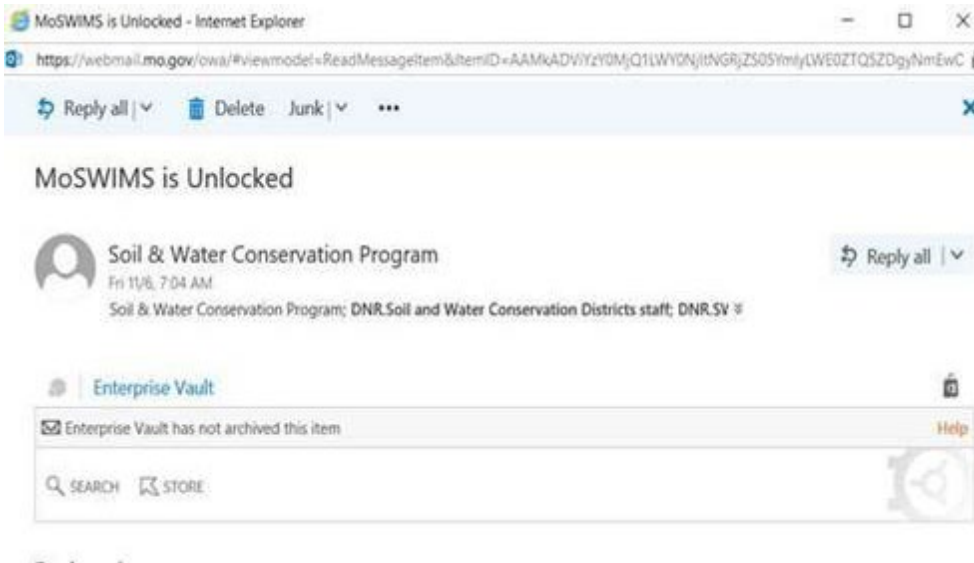
Good Morning,

With districts still being impacted by COVID19 and some staff occasionally needing to work remotely, the program received a request about accessing the email Enterprise Vault to see archived emails. Program staff checked with ITSD and found there are two options to access archived emails in the Enterprise Vault off the state network.

The first option is to log in to webmail at <http://webmail.mo.gov>. In the user box enter the user's computer user id (nr????) along with ads which will look like ads\nr?????. The password will be the user's login password for the computer.

Once logged in, open any email in your inbox. In the open email, you will see Enterprise Vault as circled in the image below. Click on Enterprise Vault.

After clicking on Enterprise Vault, the screen will change to the next image. Here click on Search.



This will open Enterprise Vault.

The second option to access the Enterprise Vault is to go to <https://ev.mo.gov/enterprisevault/search>. The user will have to log in using the same credentials for accessing webmail. This option is a direct link to the user's vault.

If you have any questions, please contact your coordinator.

Thanks.

Soil & Water Conservation Program

We'd like your feedback on the service you received from the Missouri Department of Natural Resources. Please consider taking a few minutes to complete the department's Customer Satisfaction Survey at <https://www.surveymonkey.com/r/MoDNRsurvey>. Thank you.